



## Financial Assistance Award

**DENALI COMMISSION**  
510 "L" Street, Suite 410  
Anchorage, Alaska 99501  
(907) 271-1414 (phone)  
(907) 271-1415 (fax)  
[www.denali.gov](http://www.denali.gov)

Project Number	0076-D-2002-E1
Project Title	Mini-Grant Program
Performance Period	June 10, 2002 – September 30, 2004

Recipient Name & Address

**Alaska Department of Community and Economic  
Development**  
**Attention: Nelda Warkentin**  
**550 W. 7th Avenue, Suite 1790**  
**Anchorage, AK 99501-3510**

Phone: (907) 269-4568  
Fax: (907) 269-4539

Authority  
112 Stat 1854

CFDA Number  
90.100

Denali Commission Finance  
Officer Certification

*[Signature]*  
for CE

### Cost Share Distribution Table

Accounting Code	Denali Commission	Other Contributors	Total
95670000	\$500,000	0	\$500,000
<b>Total</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$500,000</b>

This Financial Assistance Award approved by the Federal Co-Chair of the Denali Commission is issued in triplicate and constitutes an obligation of federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions indicated below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Federal Co-Chair of the Denali Commission and the Recipient shall retain the third document. If not signed and returned without modification by the Recipient within 30 days of receipt, the Federal Co-Chair may unilaterally terminate this Award.

- ☒ Special Award Conditions and Attachments  
☐ Line Item Budget  
☒ OMB Circular A-133, Audits of States, Local Governments and Indian Tribal Governments  
([www.whitehouse.gov/OMB/circulars/a133/a133.html](http://www.whitehouse.gov/OMB/circulars/a133/a133.html))

#### Administrative Requirements (check one)

- ☒ 15 CFR 24, Uniform Admin Requirements for Grants/Cooperative Agreements to State and Local Governments  
([www.access.gpo.gov/nara/cfr/waisidx\\_99/15cfr24\\_99.html](http://www.access.gpo.gov/nara/cfr/waisidx_99/15cfr24_99.html))  
☐ 15 CFR, Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations ([www.access.gpo.gov/nara/cfr/waisidx\\_99/15cfr14\\_99.html](http://www.access.gpo.gov/nara/cfr/waisidx_99/15cfr14_99.html))

#### Cost Principles (check one)

- ☒ OMB Circular A-87, Cost Principles for State and Local Governments and Indian Tribal Governments  
([www.whitehouse.gov/OMB/circulars/a087/a087-all.html](http://www.whitehouse.gov/OMB/circulars/a087/a087-all.html))  
☐ OMB Circular A-122, Cost Principles for Nonprofit Organizations ([www.whitehouse.gov/OMB/circulars/a122/a122.html](http://www.whitehouse.gov/OMB/circulars/a122/a122.html))  
☐ OMB Circular A-21, Cost Principles for Educational Institutions ([www.whitehouse.gov/OMB/circulars/a021/a021.html](http://www.whitehouse.gov/OMB/circulars/a021/a021.html))  
☐ 48 CFR 31.2, Contracts with Commercial Organizations

Signature of Authorized Official, Denali Commission

*[Signature]*

Typed Name and Title

Jeffrey B. Staser, Federal Co-Chair

Date

8/14/02

Signature of Authorized Official

*[Signature]*  
Deborah Sedwick

Typed Name and Title

Deborah Sedwick, Commissioner  
Alaska Department of Community  
and Economic Development

Date

8.27.02

**AWARD CONDITIONS TO THE FINANCIAL ASSISTANCE AWARD  
BETWEEN  
DENALI COMMISSION  
AND  
ALASKA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT  
FOR  
MINI-GRANT PROGRAM**

**June 2002**

**Project No. 0076-DC-2002-E1**

**1. *Scope of Work***

The funds provided herein are to be used by the Alaska Department of Community & Economic Development (DCED) for the Mini-Grant Program. DCED shall administer the Mini-Grant Program as jointly agreed to between DCED and Denali Commission staff. DCED is responsible for managing all aspects of the grant program.

All Commission funding is intended for use for the scope of work identified in the Award document only.

**2. *Award Performance Period***

The Award performance period is July 1, 2002 through June 30, 2004. This is the period during which Award recipients can incur obligations or costs against this Award.

**3. *Direct and Indirect Costs***

The cost principles of OMB Circular A - 87 are applicable to this Award. Indirect costs are not allowable under this Award. Please refer to the cost principles regulations for specific details on other allowable charges under this Award.

**4. *Budget and Program Revisions***

Administrative Circular 15 CFR 24 applies to this Award. Please refer to the Administrative Circular for specific details on revisions to this Award. The Administrative Circular requires that the Alaska Department of Community and Economic Development will inform the Commission in writing (e-mail, letter, or report) at the earliest possible date of any unanticipated project cost overrun, project schedule delays, or changes in the project scope or changed site conditions.

## **5. Reporting**

Five forms of project reporting are required under this Award, listed below. The first quarterly reporting period is July 1 – September 30, 2002. Unless otherwise indicated, reports are due within 30 days of the end of the reporting period.

The Commission reserves the right, at a future date, to direct the Alaska Department of Community and Economic Development to provide the progress reports in electronic format for posting on the Commission web page.

- a. **Quarterly Report** - Quarterly project reporting shall include both a narrative and financial summary. The narrative summary shall include a summary of the project status and accomplishments to date, and address the following questions: is the project on schedule, is the project on budget, and what actions are planned to address any project problems. The project financial status report shall show the following:
  - i. The total project budget
  - ii. The total amount of Denali Commission funds committed to the project
  - iii. The total project expenditures as of the end of the most recent quarter
  - iv. The total expenditure of Denali Commission funds for the project as of the end of the most recent quarter
  - v. The percentage of expenditures to the total budget.
- b. **A final Financial Status Report:** (Standard Form 269 – [www.whitehouse.gov/OMB/grants/index.html#forms](http://www.whitehouse.gov/OMB/grants/index.html#forms)) shall be submitted to the Commission Project Officer within 90 days after the end of the Award Performance Period. If the Award Performance Period is longer than one year, or if the Agreement is revised to extend the Award Performance Period beyond one year, the recipient must submit a completed Standard Form 269 annually within 90 days after the end of each anniversary of the award date.
- c. **A Labor Type, Residence, and Wage Report:** A Labor Type, Residence, and Wage Report for construction projects shall be submitted to the Commission Project Officer at a minimum of two times annually. At a minimum, these two reports must be on or near August 1<sup>st</sup> and December 1<sup>st</sup> each year to correspond with the Alaska construction season. Reports may be submitted more often. A Labor Type, Residence, and Wage Report must include the following information by construction project for any person employed on the construction of that project: position, place of primary residence, first check date, last check date, rate of pay per hour, payroll earnings from inception of project to date. Personal or confidential information such as Social Security numbers, names of

individuals, or other information that would identify an individual should not be included within this report.

To compile the Labor Type, Residence and Wage Reports, DCED will strongly encourage the sub-recipient grantees (communities) to prepare and submit their reports to DCED according to the schedule set by the Denali Commission. It is the sole responsibility of the sub-recipient grantees to comply with this reporting requirement. DCED merely serves as a compiler of such reports and will not be held liable if any of the sub-recipient grantees fail to comply.

- d. **Photographic documentation** The final written performance report should be submitted no later than 90 days from the expiration date of this award, and should include photo documentation of the individual construction projects. At a minimum, the final performance report should include “before”, “during” and “after” photos, showing (a) the situation before the start of construction, (b) people working on the project, and (c) the finished project. Photo documentation should be supplied in the form of photo quality 3x5 prints and/or print quality electronic photos (digital images).

To compile these photographs, DCED will strongly encourage the sub-recipient grantees (communities) to take pictures of the individual projects in the various stages of construction, as specified in the preceding paragraph, and to identify those photographs for immediate submission to DCED. It is the sole responsibility of the sub-recipient grantees to take and produce the photographs. DCED merely serves as a compiler of the photographs and will not be held liable if any of the sub-recipient grantees fail to comply.

- e. **Annual Summary Report** - The Alaska Department of Community and Economic Development shall report annually the percentage of total funds (from the Commission and other sources) received used for planning, design and construction of infrastructure facilities, and/or economic development projects. In addition, this annual report will include a breakdown on how these funds were used: force account construction (including local labor wages paid, rural Alaska wages paid, and total project wages paid), and construction contracting. The 4<sup>th</sup> quarter report for the year can be used as both a quarter and annual summary report (providing both quarterly and annual financial data).

## **6. Payments**

Payments under this Award will be made through the U.S. Department of Treasury's Automated Standard Application for Payment (ASAP) system. The ASAP system is the Commission's mechanism for requesting and delivering Federal funds to Award recipients. Your organization must be registered with the ASAP program in order to make draw downs. Please contact the Commission's Project Manager or Finance

Manager for further information about registering with the ASAP program. Payments will be made in accordance with 15 CFR 24. **No interest will be accrued on these funds.**

## **7. Award Close Out**

- a) The Award closeout must be completed within 90 days of the end of the Award performance period or within 90 days of the completion of the project, whichever is earlier. The project closeout process includes the submission of both a final narrative report and financial status report. Recipient organizations must also request any remaining funds for expenditures under this award during this 90-day period. Please refer to the Commission guidance for project closeout for additional details on the requirements. This is available by contacting the Commission office or the Project Manager.
- b) Acknowledgement of support: For all construction projects, the Award recipient shall include an acknowledgement of the Government's support for the project(s) developed under this Award. The Award recipient shall display a sign that:
  - i. Has the Denali Commission logo displayed on the upper right-hand quadrant;
  - ii. States the following: "This project was financed by the Denali Commission and its partners (*list the name of the funding partners*)";
  - iii. Shows the logo of each partner in the lower right-hand quadrant.

The cost of this sign shall be paid out of the project funding received by the Award recipient from the Denali Commission. Final approval of signage material and placement of sign must be obtained from the Commission Project Manager.

## **8. Public Policy Laws and Assurances**

Award Recipients are required to comply with the public policy laws and assurances on Standard Forms SF 424b (non-construction projects) or SF 424d (construction projects). This form must also be signed by a certifying official of the organization. Some of the laws are highlighted below for your reference.

To the maximum extent practicable, considering applicable laws, Funding Recipients shall accomplish the project contemplated by the Award using local Alaska firms and labor.

No portion of this award may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

Project level environmental reviews in accordance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) are required for each construction project undertaken with Denali Commission funds.

### ***9. Project Officers & Contact Information***

Denali Commission	Alaska Department of Community and Economic Development
Paul McIntosh 510 L Street, Suite 410 Anchorage, AK 99501 Phone: (907) 271-1640 Fax: (907) 271-1415 E-mail: pmcintosh@denali.gov	Nelda Warkentin 550 W. 7th Avenue, Suite 1790 Anchorage, AK 99501-3510 Phone: (907) 269-4568 Fax: (907) 269-4539 E-mail: nelda_warkentin@dced.state.ak.us